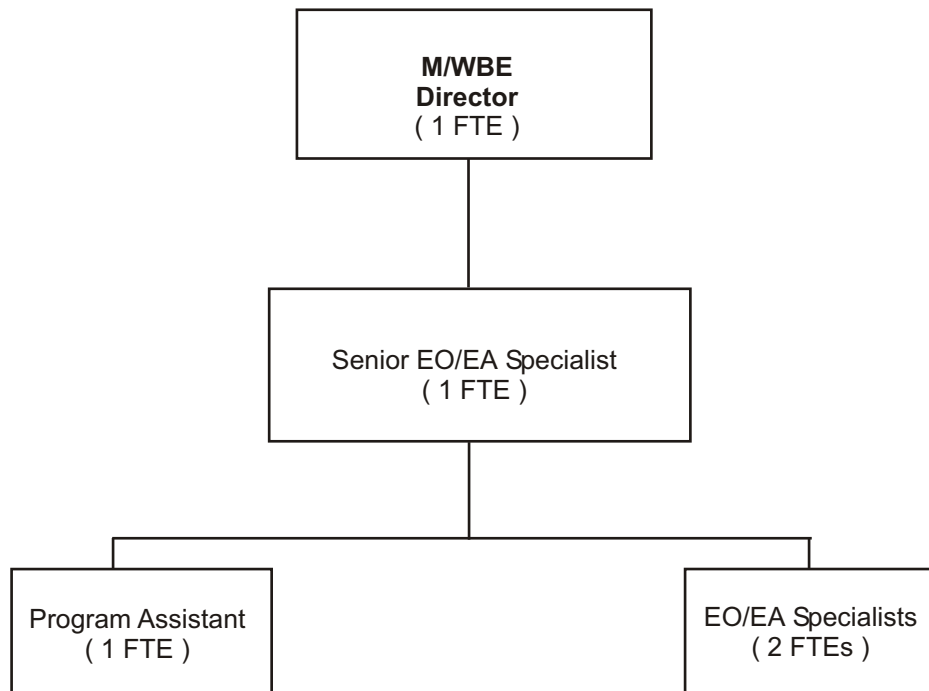




Equal Opportunity/ Equity Assurance (5 FTEs)



EQUAL OPPORTUNITY / EQUITY ASSURANCE

Mission

To assist all departments with the creation of a work place environment in which employee potential is maximized and differences are understood, where firms desiring to do business with the City can do so in an inclusive environment, and services to our internal and external customers are accessible and delivered in an equitable manner.

RESOURCE ALLOCATION

	Actual FY 2000-01	Adopted FY 2001-02	Estimated FY 2001-02	Adopted FY 2002-03	Change
Appropriations					
Personal Services	\$ 297,298	\$ 262,347	\$ 275,836	\$ 326,546	24.5%
Operating	165,711	61,029	61,652	65,618	7.5%
Capital	1,041			2,500	-
Total Appropriations	\$ 464,050	\$ 323,376	\$ 337,488	\$ 394,664	22.0%
Full Time Equivalents	5	5	5	5	0
Part-time FTEs	-	-	-	-	-
Revenues					
General Fund					
Discretionary	\$ 464,050	\$ 323,376	\$ 337,488	\$ 394,664	22.0%
Total Revenues	\$ 464,050	\$ 323,376	\$ 337,488	\$ 394,664	22.0%

FY 2002-03 BUDGET ISSUES

- Personal Services comprise 83% of the EO/EA Budget
- Currently there is no funding for the Mentor-Protégé Program, which provides “hands-on” managerial and technical assistance to M/WBE firms
- An organizational assessment of the City's diversity climate can not be undertaken with the current budget
- Funds are not available to implement the third phase of diversity training
- Program materials and films for the Diversity program cannot be purchased
- Workplace diversity functions will be limited
- Level of service will be reduced

SUPPORT OF CITY COUNCIL PRIORITIES

Eliminate Poverty:

- By providing an equal opportunity for Minority and Women-Owned Businesses to participate in the City's contracting activity; these firms become employers and provide employment opportunities to our citizens, thereby reducing poverty and increasing our tax base.
- By encouraging M/WBEs to pursue contracting with the City and making the opportunities accessible
- By encouraging business development to provide economic stability for the M/WBE firms

Fiscal Responsibility:

- Increasing the availability of firms through the utilization of M/WBEs providing a competitive environment, EO/EA ensures that the City gets the best price for all goods and services rendered
- EO/EA manages our resources in a responsible manner by providing effective and efficient use of the public dollars that are entrusted to us
- Diversity management reduces litigation as a result of discrimination lawsuits
- Through diversity in the workplace programs, employees are trained to appreciate cultural differences, which enhances customer service

DEPARTMENTAL EFFICIENCY MEASURES

- By referring M/WBE firms to other agencies that offer business development programs and seminars instead of incurring costs for contracting with training consultants and paying for refreshments, the Department of Equal Opportunity Equity Assurance will have a cost avoidance of \$10,500 by the end of FY 2003.
- By publishing our M/WBE listing, departmental forms, training opportunities, upcoming projects and meeting notifications on the World Wide Web, we have reduced our copier costs, facsimile costs, and paper costs, postage, and staff time
- By moving to a City-owned facility, EO/EA has saved \$33,000 in facility rent
- By reducing the number of subscriptions that we were purchasing and instead utilizing the web for information, EO/EA has saved \$1500
- By recycling used furniture and office equipment, EO/EA saved \$5,000
- By renting Diversity films from the County library, EO/EA saved \$500
- By printing our diversity booklets internally, EO/EA saved staff time
- By partnering with Duke University, Durham County, and The Institute to provide a trade fair, networking opportunities and Minority Enterprise Development Week activities, EO/EA saved \$3,500

UNFUNDED ITEMS

Mentor-Protégé Program	\$50,000
3 rd Phase of Diversity Training	\$5,000

PROGRAMS

Equal Opportunity and Equity Assurance

\$ 394,664
FTEs 5

M/WBE Outreach

The Department of Equal Opportunity/Equity Assurance is responsible for the implementation of the City's Minority and Women Business Enterprises Ordinance (M/WBE). Responsibilities include recruitment, certification, maintenance of data bank, business development, staff support to the M/WBE Advisory Committee, project identification, monitoring, and reporting in accordance with legislation.

Diversity Initiative

This program works to address the diversity needs of both the community and the City and is responsible for conducting diversity training for employees, securing facilitators for diversity orientation sessions, evaluating the effectiveness of sessions/facilitators, preparing materials for diversity sessions, coordinating Diversity Council activities, coordinating activities of the Mayor's Committee for Person's with Disabilities, ADA Compliance, monitoring employment trends, making recommendations for changes as needed, facilitating diversity sessions, and providing follow-up sessions as needed

GOAL: Increase the availability and utilization of M/WBE firms to participate in the City's contracting activities.

OBJECTIVE: *To increase the number of M/WBE firms in the data bank by 15% by June 30, 2003*

STRATEGIES: Outreach, marketing, and utilizing the State operated "Vendorlink".

MEASURE:	Actual FY 2001	Adopted FY 2002	Estimated FY 2002	Adopted FY 2003
# of firms in the data bank	256	400	405	460

OBJECTIVE: *To increase the amount of contracting dollars awarded to M/WBE firms to ordinance standards by June 30, 2003.*

STRATEGY: Seek and make available economic and business development opportunities for M/WBE firms

MEASURE:	Actual FY 2001	Adopted FY 2002	Estimated FY 2002	Adopted FY 2003
% dollars spent with MBE's in Professional Services	23%	15%	15%	15%
% dollars spent with MBE's in Construction	11%	15%	10%	15%
% dollars spent with WBE's in Professional Services	5%	10%	10%	10%
% dollars spent with WBE's in Construction	7%	5%	5%	10%

OBJECTIVE: To provide technical assistance to 25% of department directors or department head designees regarding their Diversity Action Plans on a quarterly basis by June 30, 2003.

STRATEGY: Review department diversity plans and workforce demographics and provide recommendations on inclusion and diversity management

MEASURE: #	Actual FY 2001	Adopted FY 2002	Estimated FY 2002	Adopted FY 2003
# of departments reviewed	24	24	0	24

OBJECTIVE: To provide Diversity and Workplace Behavior training to the remaining 50% of City employees by June 30, 2003.

STRATEGY: Schedule and facilitate weekly mandatory training sessions.

MEASURE:	Actual FY 2001	Adopted FY 2002	Estimated FY 2002	Adopted FY 2003
# of employees trained	500	600	600	700

INITIATIVES COMPLETED FY 2001-2002

- Assessed the Certification Process and posted applications on the Internet
- Assessed contracting forms and posted on Internet
- Posted upcoming projects on the Internet and updated monthly
- Promoted the use of Minority and Women Owned Businesses with departmental and project manager awards
- Published M/WBE Opportunity Newsletter
- Increased the number of certified firms doing business with the City
- Facilitated Diversity Orientation training for all new employees
- Over 500 employees attended Diversity & Workplace Behavior sessions
- Implemented recommendations of Disparity Study
- Streamlined bidding process
- Conducted M/WBE Trade Fair
- Conducted Minority Enterprise Development Week activities
- Published "The Quarterly Rapport" Diversity Newsletter
- Completed EEO-4 Reporting
- Printed new promotional items and brochure to market services of department
- Assessed current MWBE Ordinance for revisions
- Conducted monthly Diversity Film series
- Promoted Diversity within the City with Diversity Change Agent Awards
- Conducted "Diversity at Work" series of events

MAJOR INITIATIVES FY 2002-2003

- Complete legal review and amendment of City Code Chapter 26, Minority and Women Business Enterprise Ordinance
- Team with other agencies to provide networking opportunities to M/WBEs
- Seek economic development opportunities for M/WBE firms as the City participates in Private-Public partnerships
- Complete Diversity and Workplace Behavior sessions for all employees
- Seek business development opportunities for M/WBE firms through other agencies
- Establish M/WBE reporting procedures to address Senate Bill 914 requirements